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FM DFAS INDIANAPOLIS IN

TO AIG 4579

BT

UNCLAS

SUBJ/TRAVEL AND TRANSPORTATION ELEMENTS OF RESOURCE/ (TRAVEL  
TECHNICAL MESSAGE 21-05)//

RMKS/

REF A. MESSAGE R121611Z MAY 21, DFAS INDIANAPOLIS IN, SUBJECT: CHANGE 40  
TO DFAS-IN MANUAL 37-100-21, ARMY MANAGEMENT STRUCTURE.

1. THE SECRETARY OF THE ARMY (SA) DIRECTED PRINCIPAL OFFICIALS OF  
HEADQUARTERS, DEPARTMENT OF THE ARMY AND COMMANDERS OF ARMY  
COMMANDS, ARMY SERVICE COMPONENT COMMANDS, AND DIRECT REPORTING  
UNITS TO REVIEW THEIR TDY EXECUTION AND REDUCE IT BY 10 PERCENT USING  
FY18 AS A BASELINE. THE DIRECTOR OF THE ARMY STAFF (DAS) HAS EXEMPTED  
INSTITUTIONAL PROFESSIONAL MILITARY EDUCATION (PME) AND MISSION  
OPERATIONS RELATED TEMPORARY DUTY (TDY). IN ORDER TO ENSURE  
COMPLIANCE WITH THE SA AND DAS GUIDANCE, NEW ARMY STRUCTURE NEEDS  
TO EXIST TO RECORD EXEMPT AND NON-EXEMPT TDY EXECUTION. IN  
ADDITION, DURING THE FY22 PROGRAM BUDGET REVIEW, THE OFFICE OF  
MANAGEMENT AND BUDGET (OMB) DIRECTED THAT THE SERVICES MAINTAIN  
TDY AT A LEVEL NO GREATER THAN FY20 EXECUTION.

2. THE CURRENT EORS OF 21T1 (TDY TRANSPORTATION PAYMENTS TO  
VENDORS) AND 21T2 (OTHER TDY CHARGES) MAKE IT DIFFICULT FOR THE ARMY  
TO PROPERLY CATEGORIZE, TRACK, AND REPORT TDY EXECUTION.

3. EFFECTIVE FY21, THE FOLLOWING ELEMENTS OF RESOURCE (EOR) WERE  
ESTABLISHED (REF A) FOR THE TRACKING AND REPORTING OF DIFFERENT  
CATEGORIES OF TDY:

A. 21D1 FOR DISCRETIONARY TDY TRANSPORTATION PAYMENTS TO  
VENDORS (E.G., CONFERENCE ATTENDANCE, NON-INSTITUTIONAL TRAVEL).  
TRANSPORTATION PAYMENTS TO COMMERCIAL VENDORS AND  
TRANSPORTATION OFFICES TO INCLUDE TICKETS CHARGED TO A CENTRALLY  
BILLED ACCOUNT (CBA) THROUGH A COMMERCIAL TRAVEL OFFICE (CTO). ALSO  
INCLUDES PAYMENTS TO CARRIERS VIA SATO, AMC, ETC.

B. 21D2 FOR OTHER DISCRETIONARY TDY CHARGES (E.G., CONFERENCE  
ATTENDANCE, NON-INSTITUTIONAL TRAVEL). INCLUDES PER DIEM, VEHICLE  
RENTAL, PARKING FEES, PRIVATELY OWNED VEHICLE (POV) USE, AIRLINE  
TICKETS PURCHASED BY AN INDIVIDUAL ON THEIR PERSONAL INDIVIDUALLY  
BILLED ACCOUNT (IBA), CONFERENCE FEES AUTHORIZED ON DD FORM 1610  
ASSOCIATED WITH TEMPORARY DUTY (CHARGE ALL OTHER CONFERENCE FEES  
TO EOR CODES 25\*\*). RECORD TDY TRAVEL ADVANCES FOR MILITARY AND  
CIVILIAN PERSONNEL AGAINST EOR CODE 4110.

C. 21G1 FOR GENERATING OPERATIONS (GENOPS) TDY TRANSPORTATION  
PAYMENTS TO VENDORS (E.G., TRAINING GENERAL OFFICER STEERING  
COMMITTEE (TGOSC) ATTENDANCE, TRADITIONAL TRAVEL). TRANSPORTATION  
PAYMENTS TO COMMERCIAL VENDORS AND TRANSPORTATION OFFICES TO

INCLUDE TICKETS CHARGED TO A CENTRALLY BILLED ACCOUNT (CBA) THROUGH A COMMERCIAL TRAVEL OFFICE (CTO). ALSO INCLUDES PAYMENTS TO CARRIERS VIA SATO, AMC, ETC.

D. 21G2 FOR OTHER GENERATING OPERATIONS (GENOPS) TDY CHARGES (E.G., TRAINING GENERAL OFFICER STEERING COMMITTEE (TGOSC) ATTENDANCE, TRADITIONAL TRAVEL). INCLUDES PER DIEM, VEHICLE RENTAL, PARKING FEES, PRIVATELY OWNED VEHICLE (POV) USE, AIRLINE TICKETS PURCHASED BY AN INDIVIDUAL ON THEIR PERSONAL INDIVIDUALLY BILLED ACCOUNT (IBA), CONFERENCE FEES AUTHORIZED ON DD FORM 1610 ASSOCIATED WITH TEMPORARY DUTY (CHARGE ALL OTHER CONFERENCE FEES TO EOR CODES 25\*\*). RECORD TDY TRAVEL ADVANCES FOR MILITARY AND CIVILIAN PERSONNEL AGAINST EOR CODE 4110.

E. 21I1 FOR INSTITUTIONAL TDY TRANSPORTATION PAYMENTS TO VENDORS (E.G., PROFESSIONAL MILITARY EDUCATION (PME) PROGRAMS, MOBILE TRAINING TEAM (MTT), CIVILIAN EDUCATION SYSTEM (CES) SCHOOL OPERATIONS, RELATED TRAVEL). TRANSPORTATION PAYMENTS TO COMMERCIAL VENDORS AND TRANSPORTATION OFFICES TO INCLUDE TICKETS CHARGED TO A CENTRALLY BILLED ACCOUNT (CBA) THROUGH A COMMERCIAL TRAVEL OFFICE (CTO). ALSO INCLUDES PAYMENTS TO CARRIERS VIA SATO, AMC, ETC.

F. 21I2 FOR OTHER INSTITUTIONAL TDY CHARGES (E.G., PROFESSIONAL MILITARY EDUCATION (PME) PROGRAMS, MOBILE TRAINING TEAM (MTT), CIVILIAN EDUCATION SYSTEM (CES) SCHOOL OPERATIONS, RELATED TRAVEL). INCLUDES PER DIEM, VEHICLE RENTAL, PARKING FEES, PRIVATELY OWNED VEHICLE (POV) USE, AIRLINE TICKETS PURCHASED BY AN INDIVIDUAL ON THEIR PERSONAL INDIVIDUALLY BILLED ACCOUNT (IBA), CONFERENCE FEES AUTHORIZED ON DD FORM 1610 ASSOCIATED WITH TEMPORARY DUTY (CHARGE ALL OTHER CONFERENCE FEES TO EOR CODES 25\*\*). RECORD TDY TRAVEL ADVANCES FOR MILITARY AND CIVILIAN PERSONNEL AGAINST EOR CODE 4110.

G. 21M1 FOR MISSION TDY TRANSPORTATION PAYMENTS TO VENDORS (E.G., OPERATIONS, DEPARTMENT OF THE ARMY BOARDS, ACCESSIONS, EXERCISES, UNIT TRAINING EVENTS, ACTIVE DUTY FOR TRAINING (ADT), SHARP/SPECIAL VICTIM RELATED ACTIVITIES, CRIMINAL AND CIVIL LITIGATION INVOLVING THE ARMY OR ITS SOLDIERS). TRANSPORTATION PAYMENTS TO COMMERCIAL VENDORS AND TRANSPORTATION OFFICES TO INCLUDE TICKETS CHARGED TO A CENTRALLY BILLED ACCOUNT (CBA) THROUGH A COMMERCIAL TRAVEL OFFICE (CTO). ALSO INCLUDES PAYMENTS TO CARRIERS VIA SATO, AMC, ETC.

H. 21M2 FOR OTHER MISSION TDY CHARGES (E.G., OPERATIONS, DEPARTMENT OF THE ARMY BOARDS, ACCESSIONS, EXERCISES, UNIT TRAINING EVENTS, ACTIVE DUTY FOR TRAINING (ADT), SHARP/SPECIAL VICTIM RELATED ACTIVITIES, CRIMINAL AND CIVIL LITIGATION INVOLVING THE ARMY OR ITS SOLDIERS). INCLUDES PER DIEM, VEHICLE RENTAL, PARKING FEES, PRIVATELY OWNED VEHICLE (POV) USE, AIRLINE TICKETS PURCHASED BY AN INDIVIDUAL ON THEIR PERSONAL INDIVIDUALLY BILLED ACCOUNT (IBA), CONFERENCE FEES AUTHORIZED ON DD FORM 1610 ASSOCIATED WITH TEMPORARY DUTY (CHARGE ALL OTHER CONFERENCE FEES TO EOR CODES 25\*\*). RECORD TDY TRAVEL ADVANCES FOR MILITARY AND CIVILIAN PERSONNEL AGAINST EOR CODE 4110.

4. EORS 21T1 AND 21T2 WILL TERMINATE EFFECTIVE FY22 AND CANNOT BE USED

AFTER SEPTEMBER 30, 2022 (REF A).

5. TRAVEL OFFICES WILL UTILIZE THE EOR CITED IN THE TRAVEL AND TRANSPORTATION APPROPRIATION ON THE TRAVEL ORDER FOR DISBURSEMENT PURPOSES AND WILL CONTINUE TO UTILIZE 21T2 FOR ITS REMAINING LIFECYCLE IF CITED ON THE TRAVEL ORDER.

6. ONLY ONE TDY EOR AT A TIME CAN BE LOADED IN THE ELEMENT OF EXPENSE TABLE FOUND IN THE INTEGRATED AUTOMATED TRAVEL SYSTEM (IATS) MAINTENANCE MODULE. EXAMINERS WILL NEED TO BE COGNIZANT OF THE EOR CITED ON THE ORDERS AND MODIFY, WHERE APPLICABLE, THE EOR IN THE FINANCIAL TAB OF THE IATS CLAIM TO OVERRIDE THE DEFAULT EOR BY MANUALLY TYPING THE EOR CITED ON THE TRAVEL ORDER.

7. THE IATS MONTHLY RATES UPDATE ISSUED IN MAY 2021 CHANGED THE TDY EOR FROM 21T2 TO 21M2 IN THE MAINTENANCE MODULE ELEMENT OF EXPENSE TABLE. TRAVEL OFFICES CAN MANUALLY CHANGE THE TDY EOR IN THEIR DATABASES TO AN EOR OF THEIR CHOOSING BY HAVING A SYSTEM ADMINISTRATOR FOLLOW THESE STEPS, HOWEVER, KEEP IN MIND THAT ONLY ONE OF THE AVAILABLE EORS CAN BE SELECTED TO LOAD IN THE TABLE:

- A. LOG INTO IATS.
- B. GO INTO THE MAINTENANCE MODULE.
- C. CLICK "ACCOUNTING".
- D. CLICK "ELEMENT OF EXPENSE".
- E. UPDATE THE TABLE WITH THE DESIRED EOR FOR EACH TDY DESCRIPTION.
- F. CLICK 'OK'.

8. THE POC FOR THIS MESSAGE IS ENTERPRISE SOLUTIONS AND STANDARDS, TRAVEL MISSION AREA, 317-212-5992/0779/4655 OR DFAS.INDIANAPOLIS-IN.JJF.MBX.ESS-TRAVEL-QUESTIONS@MAIL.MIL.

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